



## Virginia Environmental Excellence program (VEEP) Environmental Enterprise (E2) Application Guidelines and Tips

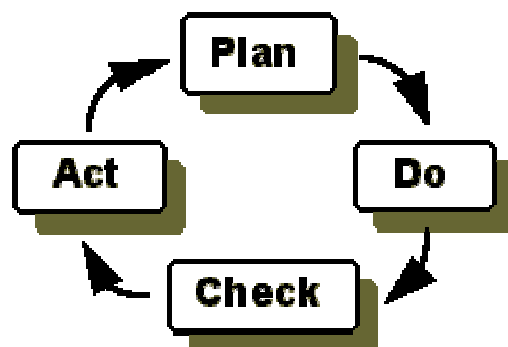
The Environmental Enterprise (E2) level of VEEP is the introductory level of VEEP and is meant to introduce facilities to the basics of an Environmental Management System (EMS). Many potential E2 facilities are unfamiliar with the structure of an EMS and lack the resources and knowledge to develop and implement this type of system. The goal of this guidance is to provide information that will help interested facilities meet the E2 requirements of VEEP and better understand EMS.

**When working on the VEEP E2 application,** consider that an EMS refers to the management of an organization's environmental programs in a comprehensive, systematic, planned and documented manner.

### An environmental Management System:

- ✓ Serves as a tool to improve environmental performance
- ✓ Provides a systematic way of managing an organization's environmental affairs
- ✓ Addresses the overall management of immediate and long-term impacts of products, services and processes on the environment
- ✓ Provides a process for the allocation of resources, assignment of responsibility and ongoing evaluation of practices, procedures and processes
- ✓ Improves regulatory compliance
- ✓ Focuses on continual improvement

**An EMS achieves continual improvement through the Plan-Do-Check-Act model**



## The Four Components of the VEEP Application

### Policy Statement \*Aspects & Impacts \* Objectives & Targets\* Pollution Prevention Plan

#### Policy Statement

The environmental policy statement will outline the company or facility's planned environmental course of action. This statement should commit to five concepts:

- ✓ Comply with applicable legal requirements
- ✓ Continual improvement
- ✓ Pollution prevention
- ✓ Education
- ✓ Communication (internal and external)

#### Aspects & Impacts

The Aspects & Impacts section of the application should include a comprehensive list of aspects.

An aspect is any process or activity that affects the environment. Ideally, each aspect should be listed with its corresponding impact or impacts. In this vernacular an impact is the way that the aspect effects the environment. For instance, if the aspect is 'Electrical Energy Use' the accompanying impacts would be: resource depletion and air emissions.

**Note: These impacts assume electricity generated from fossil fuel combustion.**

Once identified... aspects should be evaluated. The company or facility will determine criteria and a process by which a numerical value will be calculated for each aspect. This number helps to quantify the environmental importance of the aspect. A process for determining which aspects are the most important should also be established. The most important aspects are called 'significant aspects.' The process of scoring or ranking aspects should be done periodically, usually annually.

**Note: The procedures for identifying, scoring and reevaluating aspects should be clearly defined. These procedures are part of the road map that the company or facility will establish to meet its environmental goals and continually improve. State and regional priorities may be considerations when scoring aspects. See the DEQ Strategic Plan for more insight into these priorities [www.deq.virginia.gov/info/strategicplan.html](http://www.deq.virginia.gov/info/strategicplan.html)**

Along with an explanation of how the aspects are scored and designated as significant, an actual matrix should be included in the EMS, listing:

- ✓ All aspects
- ✓ Ranking criteria used for scoring
- ✓ Scores
- ✓ Identifying significant aspects

### **Objectives & Targets**

Objectives refer to projects aimed at improving environmental performance. Usually objectives are chosen from the list of significant aspects. Objectives are usually chosen based on feasibility. If applicable each objective should have a target. Targets are improvement goals. For example, the target for reducing purchased electricity might be a 5% decrease from the previous year.

**Note: Not all objectives are quantifiable.**

Along with a target objectives should also include;

- ✓ Tasks - intermediate steps aimed at meeting targets
- ✓ Timeline – a schedule for meeting tasks and goals
- ✓ Responsible Party – responsible for executing tasks and meeting deadlines and goals

**Note: A clear explanation of how objectives are determined should be included in the EMS. This procedure is also part of the road map to meet environmental goals and continually improve.**

### **Pollution Prevention Plan**

The Pollution Prevention (P2) Plan is not normally part of an EMS but a requirement of the VEEP application. The P2 Plan identifies environmental efforts outside of those specifically aimed at meeting environmental objectives. For instance, though it may not be part of meeting any current environmental objectives less toxic janitorial products might be under consideration. The P2 plan can include past, present and future environmental efforts. This section can also include any environmental outreach efforts.

See a [sample E2 Application](#)

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## Special Note to Virginia State Agencies

The requirements of the Virginia Environmental Excellence Program (VEEP) Environmental Enterprise (E2) have expanded to include Executive Order 82.

### Executive Order 82

As outlined in 2009's Executive Order 82, "every executive branch agency and institution shall either have (i) notified the Department of Environmental Quality's Office of Pollution Prevention of its intent to develop an Environmental Management System (EMS) or (ii) adopted and posted on its website a suite of policies regarding energy use, water use, waste reduction and travel that will reduce the environmental impacts and costs of those activities. Agencies and institutions electing to develop an EMS shall achieve E2 or higher certification under the Virginia Environmental Excellence Program by July 1, 2011."

All agencies and institutions applying to VEEP in order to meet the requirements of the Executive Order must, at a minimum, include its four areas in their applications and must address the minimums for each, which are:

1. **Energy use.** *At a minimum, the energy use policy shall address powering down computers when not in use, turning off interior and exterior lights when not needed, and reducing the energy consumption of heating and cooling systems outside of office hours.*
2. **Water use.** *At a minimum, the water use policy shall address eliminating plumbing leaks and (if applicable) minimizing use of water for irrigation through reduced frequency of water, timing of watering, and the selection of low water-use landscaping such as drought resistant grass, plants, shrubs and trees.*
3. **Waste reduction.** *At a minimum, the waste reduction policy shall address ways of reducing consumption of paper and other office supplies, ways of reducing the use of disposable supplies, and recycling of white paper, mixed paper, plastic, batteries, printer cartridges and aluminum. For any agency that performs maintenance on vehicles, the policy shall address recycling of oil and antifreeze. Agencies are encouraged to include provisions regarding composting.*
4. **Travel.** *At a minimum, the travel policy shall address: carpooling to meetings, use of video conferencing and conference calls in lieu of in-person meetings, and purchasing of alternative fuels where available. Agencies are encouraged to include restrictions on whether the agency will pay for single-passenger use of personal vehicles for business travel.*

Additional information on EO 82 is available at  
[www.deq.virginia.gov/p2/EO\\_82.html](http://www.deq.virginia.gov/p2/EO_82.html)